

Missouri State Homeland Security Grant Program

Volunteer Fire Department/ Fire Protection District Grant Application

April 1, 2004

Proposals Due: April 30, 2004

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| Volunteer Fire Department/Fire Protection District Grant |
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The Missouri State Homeland Security Grant Program is making reimbursable grant funds available to provide rural volunteer fire departments and fire protection districts with basic CBRNE response capability. Funds from this grant program are for the purpose of enhancing or supplementing a local district's ability to prevent, deter, respond to, and recover from threats and incidents of terrorism.

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| Allowable costs fall into four functions: |
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Function 1: Planning

Planning funds may be used to pay for the following types of planning activities **only**:

(Categories)

- Establishment or enhancement of mutual aid agreements;
- Development or enhancement of emergency operations plans and operating procedures;
- Development of terrorism prevention/deterrence plans;
- Development or enhancement of response and recovery plans;
- Development of communications and interoperability protocols and solutions;
- Conducting local or regional program implementation meetings;
- Conducting point vulnerability assessments at critical infrastructure and development of remediation/security plans;
- Development or enhancement of continuity of operations and continuity of government plans;
- Development or enhancement of cyber security plans;
- Development or enhancement of cyber risk mitigation plans;
- Conducting cyber risk and vulnerability assessments;
- Coordination of citizen and family preparedness plans and programs, including donations programs and volunteer initiatives;
- Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (**not** for the purpose of hiring public safety personnel);
- Conferences to facilitate activities listed above;
- Materials required to conduct activities listed above; and
- Travel/per diem related to above activities.

Function 2: Equipment

Authorized equipment purchases may be made in the following categories. **However, the equipment must be listed in the FY 04 SHSGP Equipment List located at <http://sema.dps.mo.gov/terrorism.htm>.** Do not request equipment that requires a higher level of training than you can achieve.

Categories

- Personal Protective Equipment (PPE)^{***}
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Search and Rescue Equipment

^{***} Please check the Equipment List. This is not for general use equipment, personnel, or bricks-and-mortar.

- Interoperable Communications Equipment
- Detection Equipment
- Decontamination Equipment
- Physical Security Enhancement Equipment
- Terrorism Incident Prevention Equipment
- CBRNE Logistical Support Equipment
- CBRNE Incident Response Vehicles
- Medical Supplies and Limited Types of Pharmaceuticals
- CBRNE Reference Materials
- Agricultural Terrorism Prevention, Response and Mitigation Equipment
- CBRNE Response Watercraft
- CBRNE Aviation Equipment
- Cyber Security Enhancement Equipment
- Intervention Equipment
- Other Authorized Equipment

Function 3: Training

Funds may be used to enhance the capabilities of local emergency preparedness and response personnel through development of a homeland security training program.

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines and Prevention and Deterrence Guidelines, jurisdictions are encouraged to adopt the current ODP awareness and performance level courses noted below.

Campus Law Enforcement Awareness Training on WMD
 AWR-100 Emergency Response to Terrorism: Basic Concepts
 AWR-101 Emergency Response to Terrorism: Basic Concepts(Train-the-Trainer)
 AWR-102 Emergency Response to Terrorism: Basic Concepts (Self-Study)
 AWR 103 WMD Crime Scene Management for Emergency Responders
 AWR-110 Terrorism Awareness for Emergency Responders (Internet)
 AWR-111 Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)
 AWR-112 Public Works: Basic Concepts for WMD Incidents (Internet)
 AWR-120 Law Enforcement Response to WMD – Awareness
 AWR-121 Law Enforcement Response to WMD – Awareness (Train-the-Trainer)
 AWR-130 Incident Response to Terrorist Bombings – Awareness
 AWR-140 WMD Radiological/Nuclear Awareness
 AWR-141 WMD Radiological/Nuclear Awareness (Train-the-Trainer)
 PER-200 Managing Civil Actions in Threat Incidents (MCATI): Basic Course (Train-the-Trainer)
 PER-225 Law Enforcement Response to WMD – Operations Level (Train-the-Trainer)
 PER-251 Emergency Response to Terrorism: Operations Course (Train-the-Trainer)

Note: *In order to deliver these courses, instructors must have been certified to deliver the course by successfully completing ODP's Train-the-Trainer course delivery.*

For a detailed description of each of these courses, please refer to the ODP WMD Training Course Catalog located at <http://www.ojp.usdoj.gov/odp/>.

Grantees may not use grant funds to support attendance at and/or development of non-ODP sponsored training.

Training-related cost categories include:

1. Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes - Payment of overtime expenses will be for work performed in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

2. Training Workshops and Conferences - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.

3. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local unit(s) of government and have the approval of the awarding agency. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Other Items - These costs include the rental of space/locations for planning and conducting training, badges, etc.

Function 4: Exercises

Funds may be used to plan for, design, develop, conduct, and evaluate exercises that train homeland security preparedness, prevention and response personnel, evaluate prevention and response plans, policy, procedures and protocols, and assess the readiness of jurisdictions to prevent and respond to a terrorist attack.

After Action Reports (AAR) must be submitted following completion of each exercise before any Requests for Reimbursements will be made.

Exercise-related cost categories include:

1. Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

2. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local unit(s) of government and have the approval of the awarding agency.

The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

3. Overtime and backfill costs – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by employees in excess of the established workweek (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the awarding agency. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with an organizationally approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

Unauthorized Program Expenditures

Unauthorized program expenditures include: 1) expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for allowable M&A activities, or otherwise associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the SHSP; 3) other items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.

Eligibility

This funding is specifically targeted toward jurisdictions that have **not** received grant funding from SEMA, under the State Homeland Security Grant Program.

The following jurisdictions are NOT eligible for funding under this program:

- FY 00/01 Homeland Security Grant Fund Recipients
- FY 02 Homeland Security Grant Fund Recipients
- FY 03 Part I or Part II Homeland Security Grant Fund Recipients
- UASI Recipients, including core cities/counties and contiguous counties and mutual aid partners.

Grant Period:

Grant funds will be made available to recipients for reimbursement around September 1, 2004. The grant period is approximately a two year period. All reimbursement for purchases must be linked to a SEMA-approved budget and meet all state and local procurement guidelines.

Applying for Funds

Distribution of these funds for the State of Missouri will be through competitive grants to eligible jurisdictions. **Written proposals must be completed using the attached Grant Application and received at the Division of Fire Safety by close of business April 30, 2004.**

Submit written applications to:

State Emergency Management Agency
Attn: Debbie Rathert
P.O. Box 116
Jefferson City, Mo 65102

Questions or Comments?

Contact: Debbie Rathert

573-526-9224

Debbie.Rathert@sema.dps.mo.gov

Volunteer Fire Department/ Fire Protection District GRANT APPLICATION

Mutual Aid Region: _____ Reg. Coordinator's Name: _____

Fire Department Name: _____ FDID # _____

Contact Person: _____

Address: _____

County: _____ Phone Number: () _____

E-mail Address: _____

1. Do you currently participate in the NFIRS program? _____
2. Do you have a current signed Statewide Mutual Aid agreement and equipment update? _____
3. Has your department previously received a Fire Act grant? _____ If yes, for how much and what was it used for? _____

4. What is your department's average budget over the last 3 years? _____
5. How is your department funded, i.e. membership dues/donations, tax supported, other financial assistance ? _____
6. What is the population of the area you serve? _____
7. What is the square mileage of the area you serve? _____
8. Department Personnel:
Paid _____ Volunteers _____ Total _____
9. Certification Levels:
Number Basic FF _____ Awareness _____
FF1/FF2 _____ Operations _____

10. Describe your call volume:

Structure Fire _____

Vehicle _____

EMS (if appl.) _____

Rescue _____

HazMat calls _____

Other (please explain) _____

Budget:

Please use this format to prepare your Budget (It can be submitted in Word or in Excel format.)

Sample Budget Detail Worksheet for Direct Purchases of Equipment

| Function | Category | Item | Quantity | Unit Cost | Total Cost |
|--------------|----------------|---------------------------|----------|-----------|------------|
| Equipment | PPE | SCBA - 30 min. | 10 | \$50 | \$500 |
| | | HEPA filters | 100 | \$7.47 | \$747 |
| | Detection | Chemical Agent Monitor | 2 | \$7000 | \$14,000 |
| | Communications | Radio Interconnect System | 3 | \$50,000 | \$150,000 |
| Total | | | | | \$164,500 |

Sample Budget Detail Worksheet for Direct Purchases of Exercise, Training, Planning

| Function | Category | Item | Amount |
|--------------|------------|--|-----------|
| Training | Overtime | Support attendance at Incident Response to Terrorist Bombings Course | \$750 |
| Exercises | Contractor | Design CBRNE Exercise Program | \$130,000 |
| Planning | Contractor | Develop response plans | \$50,000 |
| Total | | | \$180,950 |

Budget Justification (Please explain why you chose what you did and if you left a function without funding, please explain your rationale):

Please describe cooperative arrangements, if any with other first responders: